



**JOB OPPORTUNITY  
OFFICE OF THE STATE PUBLIC DEFENDER**

**Classification:** Student Assistant  
**Tenure:** Non-Tenured/Intermittent  
**Location:** Sacramento, CA

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision, the Student Assistant provides clerical support to the Sacramento Law Office. Duties include, but are not limited to:

**Office Support Duties:** Scan, photocopy and bind documents; bates number and file documents; move and shred files as instructed; organize and index materials; assist caseworkers with document production projects and other case related needs; assist the department with other special projects from other department units as needed.

**Back-up Receptionist Duties:** Answer phones; screen and direct calls and messages; greet, screen and direct visitors; receive and send facsimile documents; maintain daily sign-in and sign-out sheets and update office calendars; reserve conference rooms for scheduled meetings; monitor and maintain reception area supplies, forms and equipment; log collect calls; open and close office pursuant to office security procedures; Sort, date-stamp and distribute daily mail; prepare, receive, and distribute packages; notify and direct deliveries to appropriate staff; meter and deliver mail to USPS mail box, including inter-departmental mail to the Oakland Office.

**Records Archive:** Prepare and ship material to the State Records Center and update archives database; retrieve material from and return material to the State Records center; move and reorganize case material as needed; complete scanning and photocopying tasks upon request.

**DESIRABLE QUALIFICATIONS:**

Ability to work in a team environment.

Ability to develop and maintain good working relations with all levels of staff.

Ability to maintain security and confidentiality of privileged information in compliance with applicable laws.

Knowledge of computer programs such as Word and other Microsoft Office applications, Word Perfect, FileMaker Pro, and Adobe, and ability to use such programs in an efficient and effective manner.

Organizational skills.

Ability to adapt to unpredictable changes in case priorities and assignments.

Demonstrated ability to act independently and to use good judgement.

Ability to communicate efficiently, both verbally and in writing.

**WHO SHOULD APPLY:**

Students who are currently enrolled in an accredited college or university may apply. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s).

**How to Apply:**

Complete Application Packages must be submitted electronically through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Required Application Documents:

Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**FINAL FILING DATE:** May 22, 2017

Applications will be screened and only the most qualified applicants will be interviewed.

*The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 05/08/2017*